

**Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement**

**BERKELEY COUNTY MAGISTRATE COURT
EMPLOYMENT OPPORTUNITY
Position open until filled**

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for *Magistrate Assistant* in Berkeley County, West Virginia. This position directly reports to Magistrate John R. Unger II.

Magistrate Court Assistant

Position Purpose: Under the direction of the Magistrate.

Minimum Qualifications:

- High School Diploma or equivalent.

Primary Duties and Responsibilities include:

- Magistrate Office Management- including serving as magistrate's personal secretary and receptionist.
- Court Record-keeping, and file maintenance
- Public Relations Management- position will require that the selected individual assist with confidential proceedings and documents.
- May be required to assist the magistrate clerk.

Skills and Knowledge:

- Strong organization.
- Time management.
- Interpersonal customer service skills.
- Detail oriented.
- Able to coordinate and manage multiple tasks.

Criminal Background Check: Successful candidates must submit to criminal background check.

Compensation and Benefits include:

- Competitive salary based on experience and qualifications,

- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at www.courtswv.gov.

Equal Opportunity in Employment

It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

Application Process

To apply for this position, please direct the completed Court Employment Application (available on Court website at www.courtswv.gov), signed and notarized Release for Criminal/Background Check (available on Court website), along with a letter of interest highlighting applicable experience, and a resume, including references to:

Carol Miller at carol.miller@courtswv.gov.

Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.